
Family Volunteering Club

Co-Chair

*Recruitment Pack
October 2024*



www.familyvolunteeringclub.co.uk



Welcome

Family Volunteering Club is currently looking for a Co-Chair to join our Board of Trustees, and play a key role in the CIO as we continue on our exciting journey of growth.

The candidate will share the Chair role with Katy Sparrow Robins, who will be moving from her current role as Trustee, into the role of Co-Chair in March 2025.

Thank you for your interest in becoming a Co-Chair for Family Volunteering Club!

This pack contains information about our work and mission, the project's background and the role of Co-Chair.

For an informal chat about the role, please contact Maddy Mills, CEO: maddy@familyvolunteeringclub.co.uk

To apply, please send a CV and covering letter (no more than 1 side of A4) outlining your interest and suitability for the role to maddy@familyvolunteeringclub.co.uk by 5pm on Monday 9 December 2024.

We look forward to hearing from you!

About FVC

Family Volunteering Club (FVC) is a pioneering project which creates regular, fun and impactful volunteering programmes specifically designed for children aged 0 - 9 to do with the adults in their lives. From gardening in community spaces and organising clothes donations, to connecting with isolated older members of the community and helping at food banks - we create opportunities for children to get involved and practically support local causes.

We want to make civic participation as accessible, easy and part-and-parcel of family life as, for example, going to a swimming or football lesson, or to the park.

Our fun, structured 90 minute child-friendly volunteering sessions support a variety of causes, and are book-ended by a game, storytime and snack time! Children are empowered to learn about important societal issues in an age-appropriate way, get hands-on in making a practical difference during the session itself, and understand the role that they can play in making positive change to issues that matter to them. We run sessions during the week for preschoolers, and weekend sessions attended by children aged 0 - 9.





The project began in south London where it continues to grow. In the last 18 months we have begun to expand to new locations and now additionally operate in Stevenage and Abergavenny. In early 2025 we will be piloting the programme in Fenland, and we are currently doing development work in various other locations including south Manchester, Conwy and Durham. Our delivery model is highly replicable and we have had interest from over 20 other boroughs, towns and cities across the UK who wish to begin programmes in their area. We have ambitions for FVC to become a national project, benefitting thousands of families every week.

There's wonderful momentum behind the project - we've appeared live on BBC Breakfast to launch The Big Help Out, on The Times Radio, were a finalist for the Stephen Lloyd Award in 2023 and were the backdrop for the National Lottery's Community Fund corporate strategy launch in 2024. To date, we have received funding from various partners including; Pears Foundation, National Lottery Community Fund, Mishcon de Reya and Marks & Spencer.

Our [website](#) and [Instagram](#) page have more images and videos which help bring the project to life.

Governance background

FVC began in 2019 as a not-for-profit company, limited by guarantee. In 2023, we appointed five Founding Trustees, and became a registered CIO, achieving charitable status, in November 2023. We are on an exciting journey of growth, and to help us further create strong foundations for the organisation's future, we now wish to appoint someone to undertake the role of Co-Chair, alongside Katy Sparrow Robins. Find out more about our current Board of Trustees [here](#).

Role overview

The Co-Chairs provide leadership to the charity and its board, ensuring that the CIO has maximum impact for its beneficiaries. They are responsible for board management, support to individual trustees and support to the CEO, facilitating scrutiny of Family Volunteering Club's strategic direction, values, policies, and operational efficiency. The Co-Chairs also play an active role in representing the organisation to a range of internal and external stakeholders. The Co-Chairs will work closely with the CEO to oversee the governance of the charity, guide the development and growth of the organisation and have an overview of strategy and finance. It is important in line with the values of the organisation, that we retain a strong sense of democracy and inclusion in how the charity operates at a board level, and the Co-Chairs will help ensure this.



Co-Chair responsibilities

Board Management

- Ensure effective coordination and communication between the Co-Chairs and between the Co-Chairs and other parties, and the board as a whole.
- Act as the trustees' principal point of contact and check in with each of them individually from time to time (at least twice per year), including in relation to their board participation and wellbeing.
- Plan, chair and facilitate an effective schedule of board meetings (and away days, planning and board development sessions etc.), ensuring the satisfactory completion of the board's business during the year. Ensure that accurate minutes are taken and shared in a timely fashion, and that decisions made are appropriately implemented.
- Foster open debate amongst trustees on strategic and governance issues, encouraging broad participation and exchange of individual perspectives and independent judgement, while ensuring trustees come together with a collective voice once decisions are made.
- Ensure that the board focuses on its governance role and strategy.
- Oversee the activities of any newly established board committees, ensuring that they are accountable and report properly to the board.
- Lead on recruitment, election and induction of new trustees.
- Build the board team by identifying capable trustees and providing for succession to Co-Chair, and Treasurer positions.
- Have oversight of policies and procedures, and assist with addressing any conflicts or grievances which may arise amongst trustees (or with staff, partners or donors).



Co-Chair responsibilities continued...

Lead Governance and Accountability (shared with the other Co-Chair)

- Ensure that the organisation upholds the highest possible standards of governance, and complies with its governing document, charity law, company law and other relevant legislation and regulation.
- With the Treasurer (to be recruited), ensure that statutory reporting is timely and of high quality.
- Ensure that the charity pursues its charitable goals and that the organisation applies its resources exclusively in pursuit of them.
- Maintain a good understanding of the financial position of the CIO and ensure that trustees are aware of their financial duties, and execute them appropriately.
- Oversee appropriate delegation of the board's role in the investigation and resolution of any serious incidents, including in relation to Safeguarding.
- Ensure the effective and efficient administration of the organisation.

External representation (shared with the other Co-Chair)

- Attract support for the organisation and facilitate board members to secure funds, engage in networks and advocate for Family Volunteering Club.
- Represent the organisation at events. Act as spokesperson, as required.
- Play a role in supporting external communications such as periodic media, blogs and letters, and any crisis communications.

The second Co-Chair role will be undertaken by Katy Sparrow Robins, who is one of the founding Trustees. In addition to the shared responsibilities outlined above, she will be focussed on being the CEO's principal point of contact, overseeing staffing, HR and charity operations.



Skills and experience required

- A passion for Family Volunteering Club and our mission.
- Leadership qualities with high integrity and a passion for equal and democratic leadership.
- Experience of fostering the development of groups, committees or boards effectively.
- Experience of serving on a board of Trustees, or similar.
- Understanding of the legal duties, responsibilities and liabilities of trusteeship in the UK charity sector.
- Financial management expertise and a broad understanding of charity finance issues.
- Able to demonstrate strategic vision and think creatively.
- Willing to speak their mind and exercise independent judgement, whilst operating with tact and diplomacy.
- Ability to work with others to develop the board and board dynamics.
- Ability to represent the organisation credibly externally.
- Availability and commitment to perform the role and dedicate the time required to fulfil the role.





Role Terms

Salary: This is an unpaid voluntary position. Reasonable expenses / per diems for travel and subsistence whilst on Family Volunteering Club business are reimbursable.

Location: This role is remote, however attendance of meetings, visiting the programme and external events to represent the CIO will be necessary.

Time Commitment: The Co-Chair will give a time commitment of between 1 - 2 days a month, depending on the needs of the charity. They will attend quarterly board meetings, as well as additional meetings with the other Co-Chair, as well as working on specific desk based tasks and attending in person events to represent the charity.

Role commencement date: March 2025.

Duration: This is a 3-year term with the potential to be elected to renew for a further 3-years.

How to Apply

Family Volunteering Club is committed to building a team with a variety of backgrounds, skills and views to reflect the diverse communities that we work with. If you like what we're doing, we'd love to hear from you.

How to apply: Please send a CV and covering letter (no more than 1 side of A4) outlining your interest and suitability for the role to maddy@familyvolunteeringclub.co.uk

Application deadline: 5pm on Monday 9 December 2024

Interviews: To be held in January 2025

For an informal chat about the role, please contact Maddy Mills, CEO at maddy@familyvolunteeringclub.co.uk

We look forward to hearing from you!

